Progress Feature:

Grades Entry

Data Fields

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User can use Mass Entry: Mass Grade Entry for all of these fields.

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Field SG-1: School Year

Submission Date: NA

Data Entry: **Required if Progress Feature: Grades, is activated for this course section.**

Code/Format: **Drop Down Box, automatically updated annually**
                                  (e.g.   2001-2002 Previous school year
                                  2002-2003 Current school year
                                  2003-2004 Next school year)

                                  Default – Current Year

Definition: **The educational year that the grade information was attained.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**   CTEIS -
                                   Standard Progress Report
                                   Composite Report
                                   Portfolio Report
                                   Grade Collection Report

**Table name in which this
field can be found:**   tblGradeSummary

Table Field Name: RGs_SchoolYear

Field Length:

Field Type: Drop Down Box

Comparable MEIS-SRSD field: None

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Field SG-2: Period Type

Submission Date: **NA**

Data Entry: **Required if Progress Feature: Grades, is activated for this course section.**

Code/Format: **Drop Down Box from which to select:**
                                  A- Annual
                                  D-Mid-Marking Period
                                  M-Marking Period
                                  O-Overall
                                  S-Semester

Definition: **The period of time for which the grade information refers.**

                                  A - Annual - The overall year-end grade information for the selected school year.
                                  D - Mid Marking Period –Grade information that reflects progress of a student at a point in the marking period as defined by user.
                                  M – Marking Period – Grade information that reflects progress of student for the marking period.
                                  O – Overall- Throughout the history of the student in this course section that extends over multiple school years.
                                  S – Semester – Grade information for the student in the course section at the end of the semester as defined by the user.

Common Entry Errors:

Programming Edits: **Record will not save if this field isn't filled in.**

Report name in which this
field can be found/is used: CTEIS -
                                  Standard Progress Report
                                  Composite Report
                                  Portfolio Report
                                  Grade Collection Report

Table name in which this
field can be found: tblGradeSummary

Table Field Name: GDsK_PeriodType

Field Length:

Field Type: Drop Down Box

Comparable MEIS-SRSD field: None

Field SG-3: Semester

Submission Date: NA

Data Entry: **Required if Field SG-2: Period Type =**
                                   D - Mid Marking Period
                                   M - Marking Period
                                   S - Semester

Code/Format: **Drop Down Box from which to select:**
                                   4- Summer Semester
                                   1- 1st Semester (Fall)
                                   2- 2nd Semester (Spring)

Definition: **Identifies the semester within the school year or summer, in which the grade information is relevant.**

Common Entry Errors:

Programming Edits: **Record will not save if information is not entered and if period type is not D, M, or S.**

Report name in which this
field can be found/or is used: CTEIS -
                                        Standard Progress Report
                                        Composite Report
                                        Portfolio Report
                                        Grade Collection Report

Table name in which this
field can be found:

Table Field Name:

Field Length:

Field Type: Drop Down Box

Comparable MEIS-SRSD field: None

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Field SG-4: Marking Period

Submission Date:

Data Entry: **Required if Field SG-2: Period Type =**
                                   D-Mid Marking Period
                                   M-Marking Period

Code/Format: **Drop Down Box for which to select marking period:**
                                   1-First Marking Period
                                   2-Second Marking Period
                                   3-Third Marking Period

Definition: **The marking period within the semester, as designated**
                                   within Field CG-3: Semester, that the grade information
                                   occurred.

                                   If SG-3: Semester is identified as Summer (4) this field will
                                   be blank (marking period is not applicable).

                                   Note: Grade Table Summary will be automatically sorted
                                   upon exiting/saving the record.

Common Entry Errors:

Programming Edits:

Report name in which this
field can be found/or is used: CTEIS -
                                       Standard Progress Report
                                       Composite Report
                                       Portfolio Report
                                       Grade Collection Report

Table name in which this
field can be found:

Table Field Name:

Field Length:

Field Type: Drop Down Box

Comparable MEIS-SRSD field: None

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Field SG-5: Grade

Submission Date: NA

Data Entry: Optional

Code/Format: Manual Input or,
                              Drop Down Box from which to select:

Definition:

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E+	0.3
E	0.0
P	2.0
F	0.0
Z	0.0
N	Blank
R	Blank
I	Blank
W	Blank

Grade received for user-defined columns for the period type. The user defines the activity to be graded within the specified time frame.

Examples:
Grade 1 = Test
Grade 2 = Exam
Grade 3 = Lab
Grade 4 = Final
Grade 5 = Extra Credit

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Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**
      CTEIS -
      Standard Progress Report
      Composite Report
      Portfolio Report
      Grade Collection Report

**Table name in which this
field can be found:**
      tblGradeSummary

Table Field Name:
      RGsK_Grades

Field Length:
      3

Field Type:
      Alphanumeric

Comparable MEIS-SRSD field:
      None

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Field SG-6: Work and Study

Submission Date: NA

Data Entry: Optional, user defined.

Code/Format: Drop Down Box of user defined ratings, from which to select user-defined ratings, can be modified. . Some examples are:

>   1-Accomplished tasks to criteria
>   2-Employable
>   3-Unemployable
>   4-Leader promotable
>   5-Rating not given

Definition: Activities to be rated: A rating received for work and study habits defined in activity columns 1-12.   The user defines the rating scale used within the specified period type.

The user must define the activities' ratings by using the Entry Utility/Dictionary/LookUp/Listing

Rating to be used: Some possible activities that can be rated are:
>   -Attendance
>   -Safety in the work place and personal safety
>   -Quality of work performed
>   -Effort
>   -Dress grooming and appearance
>   -Care and maintenance of equipment in work place

Note: The user can sets up both the 1.) activities the student is rated for and 2.) the rating system. Activities columns are defined by the user in the System Configuration: Label tab. Refer to the help menu.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/is used: CTEIS -
Standard Progress Report
Composite Report
Portfolio Report
Grade Collection Report

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**Table name in which this
field can be found:**   tblGradesSummary

Table Field Name: Work and Study Ratings

Field Length: 2

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field SG-7: Notation

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box, as defined by user.

Definition: Comments or notations made by instructor relevant to a specific student in a specific course section. The user defines the comments to be made within the specific period type. However, user can only select from 1 to 8. User can select up to a maximum of eight notations per student per course section. Some examples are:

> 1 – Talks to much in class
> 2 – Not performing to potential
> 3 – Missing test grade
> 4 – A delight to have in class
> 5 – Hard worker

Note: User defines notations within the Entry Utilities: Program Notation. There is a limitation of 50 characters per comment. However for each class section there is no limit as to the number of notations that the user can define. Refer to help menu.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:
Standard Progress Report

Composite Report

Portfolio Report

Grade Collection Report

Table name in which this field can be found: tblGradeSummary

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Table Field Name: RGsK_Notation

Field Length: Alphanumeric

Field Type: 2

Comparable MEIS-SRSD field: None

Field SG-8: Memo

Submission Date: NA

Data Entry: Optional

Code/Format:

Definition: A comment field that provides further explanation or comment. This is related to period type. This can be provided on progress report.

Common Entry Errors: Message is too large to fit on report.

Programming Edits:

Report name in which this field can be found/or is used: Standard Progress Report

Composite Report

Portfolio Report

Grade Collection Report

Table name in which this field can be found: tblGradesSummary

Table Field Name: RGs_InstructorCom

Field Length: 255

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None